

## AR Teacher Excellence Support System (TESS) Guiding Questions for Evaluators

### Questions to Guide Evaluator:

*These questions are provided to guide the evaluator in gaining a deeper understanding of the expectations of a school library media specialist. It is suggested that the evaluator may include one or two of these questions in the post-conference to expand the conversation between the evaluator and the library media specialist.*

#### Domain 1: Planning and Preparation

1. How do you keep up with current trends in library media practice, information technology and literature?
2. How do you determine what your students need to know?
3. Describe the process you use as you plan lessons?
4. What is your process for choosing materials to include in the library collection?
5. How do you determine what your budgetary needs are and how do you prioritize those needs?
6. What are some of the goals you have set for the library media program?
7. How do your goals for the library media center relate to the goals of the school and district?
8. How do your goals for the library media center relate to the needs of your students and faculty?
9. How do you determine the needs of your students and faculty?
10. How do you collaborate with classroom teachers to determine student needs?
11. What process do you use to evaluate your library media program?

#### Domain 2: Environment

1. What have you done to minimize inappropriate behaviors that you encounter?
2. What are some ways you encourage students to be actively participate in the library media program?
3. Give some examples of procedures that you have developed to improve access to resources and materials for students and teachers.
4. How have you used the library's physical space to maximize student learning?
5. How have you used the library's virtual space to maximize student learning?
6. How have you used the library's physical space to promote reading and literacy?
7. How have you used the library's virtual space to promote reading and literacy?
8. What procedures have you established to manage classroom instruction, free-flow of students and collaborating with other educators?
9. How have you made the library a safe and inviting environment?
10. What is your process for selecting materials/resources to support the curriculum and recreational reading?

#### Domain 3: Delivery of Service

1. How do teachers know when the library is available for use?
2. How do teachers know what materials and resources are available for their use?

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3. How do you collaborate with teachers to plan learning experiences that integrate information & digital literacies with content?
4. How do you address higher order thinking skills?
5. What strategies do you use to check student understanding when introducing a new concept or helping students to master a concept?
6. How do you adapt instruction for those students who have either already mastered a concept or who are struggling?
7. Give some examples of assessments you use in instruction and describe the activities for which they are appropriate.
8. How do you communicate with students and teachers about activities, events, etc. in the library?
9. What are some ways that you promote reading in the library? On your website?
10. What are some strategies and techniques you use to maximize student participation in discussions and instructional activities?
11. What are some techniques that you have used to help students reflect on their learning?
12. How do you handle multiple demands on your time during the school day?
13. What are some changes you have made in the library based on feedback from students or teachers?

#### **Domain 4: Professional Responsibilities**

1. Describe a professional development activity in which you have participated in the last year.
2. Describe an activity or strategy that you are now using that came directly from a professional development activity or professional literature.
3. What professional development opportunities have you provided to your colleagues?
4. What community resources have you used in the last year?
5. What is your system for budgeting and keeping financial records?
6. What data do you collect in relationship to the library program, its resources and instruction?
7. Describe a leadership activity in which you have been involved within the past year?
8. How do you reflect on your practice and how does it affect your practice in the future?
9. How do you actively seek out opportunities to collaborate with colleagues within your school and district?
10. What professional organizations do you belong to and how do they benefit you?
11. How do you keep parents and the community informed about what's happening in the library?
12. What professional literature do you subscribe to?
13. What do you believe to be the characteristics of an exemplary school librarian?
14. What are your personal goals to maintain your professionalism?